

# 2023



## PARENT HANDBOOK

June 26 - August 4

## SUMMER PLAYGROUND PROGRAM

Monday, June 26- Friday, August 4

The Summer Playground Program is available to all Westwood children who are 4 years old as of Oct. 1, 2023 through 8th grade (as of 9/2023). Our objective is to provide quality care for your children as we offer them a variety of fun-filled activities, such as games, arts/crafts and special events throughout the **6-week** program.

The fee is \$325.00 for Westwood residents and \$600.00 for non-residents.

Registration begins on Monday, May 1 for residents and Monday, May 8th for non-residents.

Registration ends on Wednesday, May 31st.

**There will be a \$25.00 late fee per child for any registrations after May 31st.**

## PLAYGROUND PROGRAM STAFF

**Supervisor of Playgrounds, John Orfini:** This is John's 18th year as Supervisor and his 28th year on staff. He is an English Teacher and Media Specialist for the Cresskill School District for the past 32 years. 201-286-5127

**Berkeley Pre-School Director, Natalie Boes:** This will be Natalie's 9th year as Director. She is the Head Teacher at the Recreation Pre-School. 201-674-8132

**Berkeley K-3 Director, Kim Quill:** This is Kim's 8th year as Director. She has a BA degree from Rutgers University. 201-286-4720

**Brookside Park Director, Frank Zimmerman:** This is Frank's 8th year as Director. He is a permanent substitute teacher in Park Ridge. 201-286-4419

## RECREATION DEPARTMENT STAFF

201-664-7882 [recreation@westwoodnj.gov](mailto:recreation@westwoodnj.gov)

**Gary Buchheister, Recreation Director**  
[gbuchheister@westwoodnj.gov](mailto:gbuchheister@westwoodnj.gov)

**Margaret McDonough, Administrative Assistant**  
[mmcdonough@westwoodnj.gov](mailto:mmcdonough@westwoodnj.gov)

**Rose Ann Ciarlante, Recreation Supervisor**  
[rciarlante@westwoodnj.gov](mailto:rciarlante@westwoodnj.gov)

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**All our counselors are either in the 11th or 12th grade or in college. They attend a mandatory counselor orientation and First Aid training session. Volunteer CIT's (Counselors-In-Training) in 9th or 10th grade also assist our regular staff.**

## **ABOUT OUR PROGRAMS**

**Pre-School at Berkeley School - 47 Berkeley Ave.** 9:00am-12:30pm, Monday-Friday. This program is available to children ages 4-5 (as of Oct. 1, 2023)

**K-3rd Grade at Berkeley School - 47 Berkeley Ave.** 9:00am-3:00pm, Monday-Friday. Children entering Kindergarten-Grade 3 (as of Sept. 2023) are welcome.

**Brookside Park - Lake St to Brookside Ave off Kinderkamack Road**

9:00am-3:00pm, Monday-Friday for Children entering grades 4-8 (as of Sept. 2023)

## **RAIN / HEAT POLICY**

**The Pre-School and the K-3rd Grade program will continue to stay open regardless of the weather.**

The Brookside Park procedure is as follows: If there is a steady rainfall **before** 9:00am and the forecast calls for rain the entire day, the park will be closed for that day. Your children may come to the Community Center (CC) and the day's program will be held indoors. Staff will supervise activities, sports, games, and arts and crafts. If rain begins to fall steadily **after** the park opens at 9:00am and prior to 11:00am, please arrange to pick up your child and the program will continue at the CC. If a steady rain begins after 11:00am, please arrange to pick up your child at the park, as the park will close and the program is canceled for the day. In the event of extreme heat (95 degrees or higher), the Brookside Park program will be held in the CC.

If you are unsure, please contact your Camp Director or call Supervisor John Orfini at 201-286-5127 or the Recreation Department at 201-664-7882.

## **BEFORE CARE AND AFTER CARE PROGRAMS\*\***

Supervised by staff, our summer Playground Program has a Before Care and After Care Program that will be held at the Berkeley School for children in K-3rd grade and Brookside Park for children in grades 4-8.

**Fees for the entire 6 weeks: Before Care (7:30-9:00am daily) \$275 - After Care (3:00-5:00pm daily) \$375.**

**\*\*PLEASE NOTE!** For Brookside campers enrolled in before/after care who are participating in **bus trips: on bus trip days only their Brookside Before Care and After Care will be held at the Community Center.** If your camper is not going on a bus trip their before/after care will remain at Brookside Park.

**There is a separate registration form for Before Care and After Care that must be filled out.**

**AFTER CARE PROGRAM WILL NOT BE HELD ON THE LAST DAY OF CAMP!**

## **COUNSELOR-IN-TRAINING PROGRAM**

The Summer Playground Program offers incoming 9th or 10th graders an opportunity to join our staff as CITs.

This volunteer position will allow students to gain hands on experience, while working alongside a paid counselor. CITs learn how to supervise a group of children and plan activities for them throughout the summer. Please note that there are a limited number of positions available, and CIT's are not guaranteed employment in the Summer Program the following year. Applications at [westwoodnj.gov/recreation](http://westwoodnj.gov/recreation).

## **GENERAL POLICIES**

Children must follow all rules and regulations as stated by the summer playground staff. These rules are established in order for our staff to provide your child with a safe, caring, and fun-filled environment. Please review the following list with your child, so that he/she fully understands the policies and procedures of our playground program.

- Please do **NOT** send your child before 9:00am unless they are enrolled in our Before Care Program. Also, please pick up your child no later than the stated dismissal time. **Failure to do so will result in a late fee of \$10.00 per day.**
- **NEW POLICY FOR 2023!** With parental/guardian authorization, grades 6-8 campers at Brookside Park may leave the park only for lunch 11:30 am - 12:30 pm or at the end of the day. All children must sign in and out. Notes can be sent when exceptions are necessary. **Campers in Grades 4-5 must remain at the Park.**
- It is the responsibility of the parent/guardian to notify his/her child's counselor when taking your children from the park before their scheduled end time. Every child must be signed out. This confirms where your children are at all times.
- If anyone other than the parent or legal guardian is picking up a child, we require a written note authorizing who is allowed to pick up your child.
- Children will be grouped according to their grades and gender. Each group will be supervised by a specific staff counselor for the entire program. Children will be introduced to their counselor on the first day of the program, so it is advisable that the parent/guardian stay with his/her child to meet the counselor as well. Since there is a partnership between staff and family, please keep our staff informed of any special instructions concerning your children.
- All problems concerning your children should be brought to the attention of his/her counselor. If the parent/guardian is not satisfied with the results obtained through the counselor, then please address the Camp Director.
- Children will be given two playground shirts at the time of registration. **They are to be worn everyday.** Children will not be permitted to stay without wearing them. This enables the staff to readily spot a playgrounder as it identifies and locates legitimate children in the program. Additional shirts can be purchased for \$7.00.
- Proper clothing must be worn at all times. Sneakers are the suggested footwear. Flip-flops are not advisable as the wearer may fall and get injured. Sunscreen should be applied to children prior to attending camp.
- Please do not have your children bring to camp any valuables, such as electronic devices, games, or jewelry. We are not responsible for lost items.

- Under no circumstances will bullying, fighting, or the use of foul language be permitted. Any child exhibiting inappropriate behavior will be informed that his/her behavior is unacceptable and must cease immediately. Extreme, unacceptable behavior could result in the temporary removal of a child from program activities. Parents will be advised should such a decision be made by the specific camp site director. After parents have been informed of an issue, should there be any more behavioral problems, the child may be suspended for a period of time or for the duration of the season.
- At all parks, water sprinklers are turned on during the day to cool off the children. Please be aware that their clothes and shoes will get wet. You may want to send bathing gear with your child, especially at the Berkeley School.
- **All children should bring a snack and drink daily.** K-8 children should bring a bag lunch/ drink, and water daily. If you want your child to buy ice cream, sold by the Berkeley Staff, please have your child bring in \$1.00 daily. An ice cream truck will visit Brookside Park every afternoon at 1:00 pm with prices from \$1-\$3.
- If your child has any allergies, any other medical/special condition or must have medication at camp, please fill out a medical information form and return it to the Recreation Dept. prior to the start of camp.

Please also contact us if your child needs any other accommodations.

- Pictures of the children will be taken for use with press releases, website and social media. Please contact the Recreation Department if you do not want your child photographed.
- All questions, comments, or concerns about the program itself should be directed to the Supervisor of Playgrounds, John Orfini, at (201) 286-5127 or the Recreation Director Gary Buchheister at (201) 664-7882.
- At the end of the season, you will be asked to complete a parent/guardian satisfaction survey. Please take a moment to answer the questions openly and honestly as our goal is to build upon and improve our existing program and your input is very crucial to us.
- **Covid-19 Procedures:** If you child has any symptoms of Covid-19 (fever, cough, shortness of breath, chills, sore throat, nausea, diarrhea, congestion/runy nose) please do not send him/her to camp. If you child tests positive for Covid-19 please notify the Recreation Department by calling 201-664-7882. Please be advised that if there is a significant increase in the number of positive Covid-19 cases within the camp, changes may be made to comply with current Covid-19 procedures.

## **TRIP INFORMATION**

The Summer Playground Program offers trips for the children enrolled in the Brookside Park Program. Registration for the trips will start on May 1, 2023 online via Community Pass or at the Recreation Department on a first-come, first-serve basis. We only accept a maximum of 42 children on most bus trips who will be supervised by 8 staff members. The exception is the trip to Liberty Science Center which will have 2 buses (max 86 children with 14 staff).

**Please register early!**

**Registration MUST be completed 7 days (one week) prior for all trips.**

## **TRIP PAYMENTS**

Payment for trips can be made in the following ways:

- With credit/debit card via Community Pass at the time of camp registration (the quickest and easiest way to register for trips.) <https://register.communitypass.net/westwood>
- With cash, check or credit/debit card via paper form at the Recreation Department office (55 Jefferson Ave.) Cash must be exact change. Checks are payable to "Borough of Westwood."

Refunds will only be issued if notice is given 24 hours in advance of the trip. If a trip is cancelled by the Recreation Dept., you will be given a full refund. All refunds will be processed at the end of the summer. If you have any questions, please contact the Recreation Department at (201) 664-7882 or e-mail: [recreation@westwoodnj.gov](mailto:recreation@westwoodnj.gov)

## **BUS RULES**

All bus trips depart from and return to the parking lot at the COMMUNITY CENTER. Buses cannot accommodate those arriving late as it will leave promptly at the designated time. Children **MUST** wear their Westwood Summer Playground T-shirt; no child will be permitted on the bus without it. In the event you do not wish to send your child on a trip, the camper may attend the regular camp day. Any child who misbehaves, or does not follow the rules and regulations of his/her counselor, will not be permitted to attend any future trips. Parents are not allowed to attend any trips nor are they permitted to drive their child to the trip site due to liability and bussing issues.

## **WATER ACTIVITIES**

**New policy for 2023! Bus trips to Darlington Park, Tomahawk Lake, Splashplex and Splashdown Beach are for campers in grades 5-8 only! Additionally,** children who do not know how to swim will not be permitted to sign up for any of the bus trips involving swimming. **For the Swim Ventures (grades 4-8)** we abide by all of the rules and regulations of Westwood's Pascack Valley Swim Club; children will be tested for deep water swimming. Only children who can swim the length of the pool may use the diving boards. PVSC members will receive free admission on Swim Ventures, but must pay \$3.00 for pizza. Contact the PVSC directly at (201) 664-1080 if you would like to become a member.



## 2023 TRIP SCHEDULE (Brookside Park)

**Wed, June 28 - LAND OF MAKE BELIEVE, Hope, NJ - GRADES 4-8 Fee: \$35.00 for admission, pizza, drink only.** Bus leaves at 9:00am and returns at 4:30pm. Bathing suit, sun screen, and towel are required. Concession stand and souvenir shop available.

**Thurs, June 29 - PASCACK VALLEY SWIM CLUB-SWIM VENTURE #1— GRADES 4-8 Fee: \$12.00 includes 2 slices of pizza.** Transportation is not provided to the Pool or After Care. Enter the Swim Club at 11am. Wear swim suit, bring a towel and sun screen. Refreshments for purchase are available at the snack stand. Pick up promptly at 3:00pm. *Swim Club members must register as well (no entrance fee, but must pay \$3.00 for pizza.). Rain Date: Friday, June 30*

**Wed, July 5 - DARLINGTON PARK SWIM, Mahwah, NJ - GRADES 5-8 Fee: \$25.00 includes admission and pizza lunch.** Bus leaves at 9:00am and returns at 3:00pm. Swimsuit, sun screen, and towel required.

**Thurs, July 6 - SWIM VENTURE # 2 - Rain Date: Friday, July 7.**

**Mon, July 10 MOVIE DAY, Westwood Cinemas - GRADES 4-8 Fee: \$8.00 includes admission, popcorn, and a small soda.** We will meet in front of the theater at TBD time. The movies will be appropriate, current releases. Pick up time TBD.

**Tues, July 11 – TOMAHAWK LAKE, Sparta, NJ - GRADES 5-8 Fee: \$45.00 includes admission and lunch.** Bus leaves at 9:00am and returns 4:00pm. Bathing suit, sun screen, and towel are required.

**Thurs, July 13 - SWIM VENTURE # 3 - Rain Date: Friday, July 14.**

**Mon, July 17 – MONTVALE LANES - GRADES 4-8 Fee: \$10.00 for 2 hours of bowling and shoe rental.** Meet at 14 Grand Ave. at 12:45pm. Bring a bag lunch or buy food at the snack stand. Pick up at 3:00pm.

**Tues, July 18 - SPLASHPLEX, East Hanover, NJ - GRADES 5-8 Fee: \$50.00 includes admission, rides, \$5.00 card for indoor games, and food voucher.** Bus leaves at 9:00am and returns at 4:00pm. Concession stand available Bathing suit, sun screen, and towel are required.

**Wed, July 19 - SPLASH PARTY, PV Swim Club– GRADES 4-8 Fee: \$10.00. Event runs 6pm-9pm.** Enjoy a fun evening of swimming, DJ, and food.

**Thurs, July 20- SWIM VENTURE # 4 - Rain Date: Friday, July 21.**

**Mon, July 24 - ICE SKATING at FRITZ DIETL - GRADES 4-8 Fee: \$10.00 includes admission and skate rental.** Meet at 639 Broadway at 12:45pm. Pick up at 3:00pm. Wear pants, socks, sweatshirt, gloves.

**Tues, July 25 - SPLASHDOWN BEACH WATER PARK, Fishkill, NY - GRADES 5-8 Fee: \$65.00 includes admission and food voucher.** Bus leaves at 8:30am and returns at 4:00pm. Concession stand available Bathing suit, sun screen, and towel are required.

**Thurs, July 27 - SWIM VENTURE #5 - Rain Date: Friday, July 28**


**Mon, July 31 - MONTVALE LANES - GRADES 4-8 Fee: \$10.00 includes 2 hours bowling and shoe rental.** Meet at 14 Grand Ave. at 12:45pm. Bring bag lunch or buy food at snack stand. Pick up at 3:00pm.

**Tues, August 1 - LIBERTY SCIENCE CENTER , Jersey City, NJ - GRADES 4-8 Fee \$50 includes admission, planetarium and lunch.** Two buses leave at 9:00 am and returns at 3:30 pm.

**Thursday, August 3 - SWIM VENTURE #6 - Rain Date: Friday, August 4**



## 2023 PRE-SCHOOL CALENDAR

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
JUNE 26 1st DAY MEET STAFF 	JUNE 27 CRAZY HAT DAY 	JUNE 28 STORY TIME BUBBLES & SIDEWALK CHALK 	JUNE 29 RADICAL REPTILES 	JUNE 30 BLUE CRUSH WATER SLIDE Free Ice Friday 
JULY 3 STARS & STRIPES 	4 CLOSED HAPPY 4TH OF JULY! 	5 PETTING ZOO 	6 TIE DIE DAY! BRING A WHITE TSHIRT! 	7 TROPICAL GLIDES WATER SLIDE Free Ice Friday 
10 BUGS LIFE 	11 STORY TIME HALLOWEEN AT CAMP 	12 TALEWISE SAVING EARTH TOGETHER 	13 MOVIE DAY FOOD DRIVE 	14 PURPLE CRUSH WATER SLIDE Free Ice Friday 
17 SUPER HERO DAY 	18 DISNEY DAY 	19 CAMP FUN DAY! 	20 STORY TIME UNDER THE SEA 	21 KAHUNA WATER SLIDE Free Ice Friday 
24 STORY TIME EVERYONE'S BIRTHDAY 	25 PIRATE OR PRINCESS 	26 MAGIC SHOW 	27 FIRE DEPT WET-DOWN 	28 PURPLE CRUSH 2 WATER SLIDE Free Ice Friday 
JULY 31 LET'S PLAY SPORTS 	AUGUST 1 TALENT SHOW 	AUGUST 2 SUMMER CARNIVAL 	AUGUST 3 CYCLONE TWIST WATER SLIDE 	AUGUST 4 STAFF APPRECIATION DAY! Free Ice Friday 





## 2023 BERKELEY SCHOOL K-3 CALENDAR

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
JUNE 26 1st DAY MEET STAFF 	JUNE 27 CRAZY HAT DAY 	JUNE 28 BUBBLES & SIDEWALK CHALK 	JUNE 29 RADICAL REPTILES 	JUNE 30 BLUE CRUSH WATER SLIDE Free Ice Friday 
JULY 3 STARS & STRIPES 	4 CLOSED HAPPY 4TH OF JULY! 	5 PETTING ZOO 	6 TIE DYE DAY BRING A WHITE TSHIRT! 	7 TROPICAL GLIDES WATER SLIDE Free Ice Friday 
10 BUGS LIFE 	11 HALLOWEEN AT CAMP 	12 TALEWISE SAVING EARTH TOGETHER 	13 MOVIE DAY FOOD DRIVE 	14 PURPLE CRUSH WATER SLIDE Free Ice Friday 
17 SUPERHERO DAY! 	18 DISNEY DAY 	19 CAMP FUN DAY! 	20 UNDER THE SEA 	21 KAHUNA WATER SLIDE Free Ice Friday 
24 EVERYONE'S BIRTHDAY 	25 PIRATE OR PRINCESS 	26 MAGIC SHOW 	27 FIRE DEPT WET-DOWN 	28 PURPLE CRUSH 2 WATER SLIDE Free Ice Friday 
JULY 31 SPORTS CHALLENGE 	AUGUST 1 TALENT SHOW 	AUGUST 2 SUMMER CARNIVAL 	AUGUST 3 CYCLONE TWIST WATER SLIDE 	AUGUST 4 STAFF APPRECIATION DAY! Free Ice Friday 



## 2023 BROOKSIDE PARK GRADES 4-8 CALENDAR

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
JUNE 26 1st DAY MEET STAFF 	JUNE 27 BEGIN MURAL PROJECT 	JUNE 28 TRIP: LAND OF MAKE BELIEVE 	JUNE 29 SWIM VENTURE #1 	JUNE 30 Free Ice Friday 
JULY 3 FACE PAINTING & TATTOOS 	4 CLOSED HAPPY 4TH OF JULY! 	5 TRIP: DARLINGTON PARK SWIM AREA 	6 SWIM VENTURE #2 	7 TIE DYE DAY Bring a White T-shirt Free Ice Friday 
10 MOVIE DAY, WESTWOOD CINEMAS 	11 TRIP: TOMAHAWK LAKE 	12 TIE DYE DAY MAKE UP 	13 SWIM VENTURE #3 	14 EVERYONE'S BIRTHDAY Free Ice Friday 
17 MONTVALE LANES 	18 TRIP: SPLASHPLEX 	19 SPLASH PARTY 6-9 PM Pascack Valley Swim Club 	20 SWIM VENTURE #4 	21 SUMMER FOOD DRIVE Free Ice Friday 
24 FRITZ DIETL 	25 TRIP: SPLASHDOWN BEACH WATERPARK 	26 BICYCLE RODEO 	27 SWIM VENTURE #5 	29 CAMP OLYMPICS Free Ice Friday 
JULY 31 MONTVALE LANES 	AUGUST 1 TRIP: LIBERTY SCIENCE CENTER 	AUGUST 2 SCAVENGER HUNT 	AUGUST 3 SWIM VENTURE #6 	AUGUST 4 STAFF APPRECIATION DAY! Free Ice Friday 

## 2023 SUMMER CAMPS



Save the date for Westwood Recreation's week-long summer specialty camps following our Summer Playground Program. **Registration begins May 1st for Westwood Residents.** If spaces are available, Twp. of Washington and other Non-Residents may register on Monday, May 8th with an additional \$25 fee. (Current fees as of publish date 4/1/2023. Please consult Community Pass for final fee listing.)

This year we will be offering:

### TGA TENNIS & GOLF CAMPS – Grades K-8

Aug 7--10 or August 14-17 at Westwood High School (Mon-Thurs, Fri reserved as Rain Date)

Tennis 9:00am-11:45am - Fee: \$205 or Golf 12:15pm-3:00pm - Fee: \$205

Full day Tennis & Golf with supervised lunch from 11:45am-12:15pm-Fee: \$305

TGA coaches teach the games of golf and tennis in a fun, non-intimidating environment. Campers will have the option to stay for the full day and try their hand at both sports or just do a half day, one sport camp. Campers will be broken up into smaller groups based on their age and skill. All skill levels are welcome. TGA provides all equipment.

### USSI MULTI-SPORTS CAMP – Ages 5-11

Aug 7--11 or August 14-17 at Brookside Park—(Rain site is the Community Center)

9:00am-12:00pm – Fee: \$179.00 or 12:30pm-3:00pm – Fee: \$125.00

This camp is returning for its 17th year teaching and playing 15 sports in two weeks at Brookside Park. For more information about the camp visit: [ussportsinstitute.com](http://ussportsinstitute.com)

### THEATRE CAMP – Grades 1-6

August 7-11 in the Community Center

9:00 am – 11:45 pm - Fee: \$175

Drama instructor Hanna Harrahy leads young actors in a week-long theatre camp where children will develop characters and hone their acting skills as they rehearse a one-act play. Camp ends with a theatrical performance for families!

### LEGO CAMP—Grades K-5

August 7-11 in the Community Center

9:00 am—12:00 pm—Fee TBD

Play-Well TECKnologies brings the Lego Pokemon Championship to camp as kids join enthusiastic instructors to build and catch Pokemon and battle to see who will hold the title of Pokemon Master. Come along on the journey to catch 'em all!

## WESTWOOD RECREATION DEPARTMENT

# 2023 SUMMER CONCERT SERIES

THURSDAYS - 8:00 PM

VETERANS MEMORIAL PARK

JUNE 15  
*Reminisce*  
OLDIES

JUNE 22  
*Tequila Rose*  
COUNTRY

JUNE 29  
*The Wag*  
BEATLES TRIBUTE

JULY 6  
*Soul Groove*  
R&B/POP

JULY 20  
*Danny V's*  
*52nd St. Band*  
BILLY JOEL TRIBUTE

JULY 13  
*Here's Elton*  
ELTON JOHN TRIBUTE

JULY 27  
*Tramps Like Us*  
SPRINGSTEEN TRIBUTE

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